

## BUILDING COORDINATOR FORM AMENDMENTS

Below is an example of the new Building Coordinator Form which will be required when being enrolled. The NCID for the employee/individual is needed to apply these credentials into the FMD Web Portal for creating Service and Work Requests. The remaining document will be populated just as before.

**BUILDING COORDINATOR REQUEST FORM**  
 North Carolina Department of Administration  
 Division of Facility Management-Security Systems  
 919-733-1800  
 (Call if there are any questions pertaining to this document)

Rev. 3 – 07/06/2020

**1. AGENCY INFORMATION:**

PRIMARY COORDINATOR:	Click or tap here to enter	REQUEST DATE	Click or tap to enter a date.
DEPARTMENT – DIVISION:	Click or tap here to enter	BUILDING NAME	Choose an item.
MSC# and ZIP Only:	Click or tap here to enter text.	TELEPHONE #	Click or tap here to enter text.

**2. COMPLETE THIS PORTION TO ADD A NEW BUILDING COORDINATOR.**

**NCID FILL BLOCKS**

COORDINATOR 1 REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	
PHONE: Click or tap here to enter number	NCID: Click	EMAIL: Click or tap here to enter email.	

COORDINATOR 2 REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	
PHONE: Click or tap here to enter number	NCID: Click	EMAIL: Click or tap here to enter email.	

**3. COMPLETE THIS PORTION TO REMOVE AN EXISTING BUILDING COORDINATOR.**

COORDINATOR REMOVAL REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.

**4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM TO:**  
[security.systems@dps.nc.gov](mailto:security.systems@dps.nc.gov)

**5. SECURITY SYSTEMS WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS**

**6. GO TO <https://ncadmin.gov/about/foa/divisions/facility-management> for additional guidelines and information.**

Your electronic permission below from a valid Building Coordinator provides the power for an individual to process keys, cores and/ or badge requests on their behalf. There can only be (1) Primary Building Coordinator and under them only (2) Backup Coordinators. All forms **must** come from an approved Building Coordinator's email or they will not be processed. Thank you, Security Systems Management

Type name here: *Click or tap here to enter electronic signature.*    DATE: Click or tap to enter a date.